



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 Field Office VII  
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

**REQUEST FOR QUOTATION  
 NP-SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2023-0360  
 Date : March 13, 2023

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

**Sir/Madam:**

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A**, please attach in your quotation a duly notarized certification to this effect.

**Interested supplier/s are required to submit true copies of their valid Mayor's Permit and Philgeps registration number upon submission of quotation/s.**

Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **March 17, 2023 at 5:00PM.**

Very truly yours,

**ENGR. EMMANUEL M. EDLES**

AO V/Head, Procurement Management Section

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Quotation validity shall be not less than **60 calendar days.**
3. Good/s or Services shall be delivered **on the specified dates in Annex A**
4. Place of Delivery: DSWD Field Office VII, Caretta, Cebu City
5. Terms of Payment: within 30 days from the receipt of billing statement/Sales Invoice
6. Liquidated Damages/Penalty: One-tenth of one percent for everyday of delay shall be imposed.
7. In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
8. Warranty period, if applicable: \_\_\_\_\_

**REINAFLO C. VISTO**  
 Canvasser

I am interested to quote and agree to the terms and conditions.

\_\_\_\_\_  
 Signature of Supplier/Service Provider/Authorized Representative over Printed Name



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
**Field Office VII, Cebu City**

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_

RFQ **DSWD7-2023-0360**  
 Date **March 13, 2023**

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>PROVISION OF CATERING SERVICES</b>				
			Venue: DSWD Field Office VII, Caretta, Cebu City				
			<b>Title of Activity : DRMD Quarterly Meeting</b>				
1	40	pax	Date: March 30, 2023				
	40	pax	May 19, 2023				
	40	pax	July 21, 2023				
	40	pax	September 15, 2023				
	40	pax	November 17, 2023				
	40	pax	December 15, 2023				
			<b>Title of Activity : DRRS Quarterly Meeting</b>				
2	10	pax	Date: March 31, 2023				
	10	pax	May 16, 2023				
	10	pax	July 18, 2023				
	10	pax	September 12, 2023				
	10	pax	November 14, 2023				
	10	pax	December 12, 2023				
			<b>Title of Activity : RROS Quarterly Meeting</b>				
3	25	pax	Date: March 28, 2023				
	25	pax	May 17, 2023				
	25	pax	July 20, 2023				
	25	pax	September 14, 2023				
	25	pax	November 16, 2023				
	25	pax	December 14, 2023				
			<b>Title of Activity : DRIMS Quarterly Meeting</b>				
4	10	pax	Date: March 27, 2023				
	10	pax	May 30, 2023				
	10	pax	July 25, 2023				
	10	pax	September 26, 2023				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
	10	pax	November 28, 2023				
	10	pax	December 26, 2023				
			<b>Details: AM Snacks, Lunch &amp; PM Snacks</b>				
			<b>LUNCH Menu:</b> Rice, Soup, 3 main dishes (vegetable, pork, fish, chicken and beef)				
			Strictly no serving of Creamdory fish , powder juice, and softdrinks				
			<b>AM/PM Snacks:</b> Variation of native snacks, pasta, bread, pastries, burgers, pizza				
			<b>Dessert:</b> Choices of: fresh fruits, fruit salad or pastries like cake				
			<b>Drinks:</b> Natural Juice ( like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.)				
			<i>Service Provider shall attach menu for the inclusive dates upon the submission of RFQ</i>				
<b>Approved Budget for the Contract: Php 255,000.00</b>				<b>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</b>			
End User: <b>DISASTER RESPONSE MANAGEMENT DIVISION</b>							

**PURPOSE :** For provision of food for the participants of the activity

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

\_\_\_\_\_  
Signature of Supplier/Service  
Provider/Authorized Representative  
over Printed Name

\_\_\_\_\_  
**REINAFLO R. C. VISTO**  
Contractor